

**MILTON POLICE DEPARTMENT MANUAL
TABLE OF CONTENTS**

ADOPTION OF REVISED POLICE REGULATIONS	pg.	i
CODE OF ETHICS	pg.	ii
OATH OF OFFICE	pg.	iii
MISSION STATEMENT	pg.	iv
BIBLIOGRAPHY	pg.	v

PART I

ORGANIZATION OF THE DEPARTMENT

PREFACE - COMPOSITION AND ORGANIZATION OF MANUAL

SECTION 1. COMPOSITION OF THE MANUAL	pg.	1
SECTION 2. STRUCTURE OF THE MANUAL	pg.	1
SECTION 3. DEFINITIONS	pg.	2
SECTION 4. TYPES OF ORDERS	pg.	3
SECTION 5. DEPARTMENT MANUAL	pg.	4

CHAPTER 1

FORMAL ORGANIZATION

SECTION 1. TABLE OF ORGANIZATION	pg.	1
SECTION 2. COMMAND PRECEDENCE IN ABSENCE OF THE CHIEF OF POLICE	pg.	2
SECTION 3. AUTHORITY AND RESPONSIBILITY	pg.	2
SECTION 4. UNITY OF COMMAND	pg.	3
SECTION 5. SPAN OF CONTROL	pg.	3
SECTION 6. COMMAND PROTOCOL	pg.	3
SECTION 7. ORGANIZATIONAL CHART	pg.	4

CHAPTER 2

CHIEF OF POLICE

SECTION 1. APPOINTMENT	pg.	1
SECTION 2. AUTHORITY	pg.	1
SECTION 3. DUTIES AND RESPONSIBILITIES	pg.	1
SECTION 4. ABSENCE	pg.	2
SECTION 5. DISCIPLINE AND DISCHARGE	pg.	2
SECTION 6. TRANSFER OF PERSONNEL	pg.	2
SECTION 7. MEETING WITH SUBORDINATES	pg.	2

CHAPTER 3

DEPUTY CHIEF OF POLICE OPERATIONS DIVISION COMMANDER AND EXECUTIVE OFFICER

SECTION 1. APPOINTMENT	pg.	1
SECTION 2. AUTHORITY	pg.	1
SECTION 3. DUTIES AND RESPONSIBILITIES	pg.	1

CHAPTER 4

OPERATIONS DIVISION

SECTION 1. PATROL SECTION	pg.	1
SECTION 2. DETECTIVE UNIT	pg.	6
SECTION 3. EVIDENCE OFFICER	pg.	10
SECTION 4. PROSECUTION UNIT	pg.	11
SECTION 5. CIVIL RIGHTS OFFICER	pg.	12
SECTION 6. TRAFFIC UNIT	pg.	12

SECTION 7. POLICE CANINE OFFICER	pg.	13
SECTION 8. DISPATCHERS/CADETS	pg.	14
SECTION 9. APPENDIX "a"	pg.	15
SECTION 10. APPENDIX "b"	pg.	16
SECTION 11. APPENDIX "C"	pg.	17

CHAPTER 5

DEPUTY CHIEF OF POLICE ADMINISTRATIVE DIVISION COMMANDER

SECTION 1. APPOINTMENT	pg.	1
SECTION 2. AUTHORITY	pg.	1
SECTION 3. DUTIES AND RESPONSIBILITIES	pg.	1

CHAPTER 6

ADMINISTRATIVE DIVISION

SECTION 1. TRAINING AND LICENSING UNIT	pg.	1
SECTION 2. SAFETY UNIT	pg.	1
SECTION 3. COMMUNITYDEVELOPMENT UNIT	pg.	3
SECTION 4. CIVILIAN EMPLOYEES	pg.	4
SECTION 5. MANAGEMENTSERVICES UNIT	pg.	5
SECTION 6. CRIME PREVENTION COORDINATOR	pg.	6
SECTION 7. FIREARMS OFFICER	pg.	8
SECTION 8. AUXILIARY POLICE UNIT	pg.	9
SECTION 9. SCHOOL TRAFFIC SUPERVISORS	pg.	10
SECTION 10. ANIMAL CONTROL UNIT	pg.	10
SECTION 11. CUSTODIANS	pg.	11

PART II

GENERAL AND CONDUCT REGULATIONS FOR ALL MEMBERS

CHAPTER 1

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

SECTION 1. FUNCTIONS	pg.	1
SECTION 2. PRIVACY AND OFF DUTY CONDUCT	pg.	2
SECTION 3. CONDUCT UNBECOMING AN OFFICER	pg.	3
SECTION 4. SEXUAL CONDUCT	pg.	3
SECTION 5. CONFLICT OF INTEREST	pg.	4
SECTION 6. INSUBORDINATION	pg.	8
SECTION 7. OFF DUTY EMPLOYMENT	pg.	9

CHAPTER 2

MANDATORY DUTY REQUIREMENTS

SECTION 1. ATTENTION TO DUTY	pg.	1
SECTION 2. PUBLIC STATEMENTS AND FREE SPEECH	pg.	5

CHAPTER 3

UNIFORMS AND APPEARANCE

SECTION 1. UNIFORMS AND APPEARANCE	pg.	1
------------------------------------	-----	---

CHAPTER 4

FITNESS FOR DUTY

SECTION 1. FITNESS FOR DUTY	pg.	1
-----------------------------	-----	---

CHAPTER 5

REPORTS

SECTION 1. DEPARTMENT REPORTS pg. 1

CHAPTER 6

SECTION 1. DEPARTMENT PROPERTY AND EQUIPMENT pg. 1

CHAPTER 7

GENERAL REQUIREMENTS

SECTION 1. PERSONNEL MATTERSpg. 1

PART III

GENERAL ORDERS RELATING TO POLICIES AND PROCEDURES

GENERAL ORDER 01	VEHICLE INVENTORY
GENERAL ORDER 02	EXTRA PAID DETAILS
GENERAL ORDER 03	HOURS CONSECUTIVELY WORKED
GENERAL ORDER 04	INDIVIDUAL DIGNITY
GENERAL ORDER 05	MEDIA RELATIONS
GENERAL ORDER 06	SMOKING REGULATIONS
GENERAL ORDER 07	CITIZENS COMPLAINTS
GENERAL ORDER 08	TRANSPORTATION OF PRISONERS
GENERAL ORDER 09	PRISONER BOOKING
GENERAL ORDER 10	HOLDING FACILITY
GENERAL ORDER 11	VEHICLE USE
GENERAL ORDER 12	PURSUIT POLICY

GENERAL ORDER 13	USE OF DEADLY FORCE
GENERAL ORDER 14	FIREARMS, AMMUNITION & EQUIPMENT
GENERAL ORDER 15	TRAFFIC ACCIDENT INVESTIGATION
GENERAL ORDER 16	RESPONSE TO MEDICAL EMERGENCIES
GENERAL ORDER 17	DOMESTIC VIOLENCE
GENERAL ORDER 18	CONFIDENTIAL INFORMANTS
GENERAL ORDER 19	BOMB THREATS AND SEARCHES
GENERAL ORDER 20	SEXUAL HARASSMENT
GENERAL ORDER 21	COMPUTER USE
GENERAL ORDER 22	EVIDENCE MANAGEMENT
GENERAL ORDER 23	HOSTAGE BARRICADE INCIDENTS
GENERAL ORDER 24	MISSING PERSONS
GENERAL ORDER 25	PROFILING
GENERAL ORDER 26	RESIDENCY
GENERAL ORDER 27	DOMESTIC VIOLENCE-POLICE OFFICERS
GENERAL ORDER 28	TATOOS, BODY PIERCING

PART IV

STANDARD OPERATING PROCEDURE

***** See Index - S.O.P. – for complete listings of Standard Operating Procedures**